

Trempealeau County Executive/Finance Meeting

Committee Members: Doug Winters, Tim Zeglin, Dick Miller, John Aasen, Sally Miller. Others in attendance: Rian Radtke, Elsa Kulig, Paul Syverson, Travis Ludvigson.

- 1 Meeting called to order by Chair Tim Zeglin at 9:03 a.m. in the Packer Room of the Trempealeau County Government Center, Whitehall, Wisconsin on Monday, June 6th, 2016.
- 2 Notice was posted according to open meeting law requirements.
- 3 Adoption of the Agenda – **M/2nd by Winters/Aasen to adopt the agenda; Motion carried.**
- 4 Adoption of minutes from previous meeting – **M/2nd by Aasen/S. Miller to adopt the minutes from the 05/02/2016 meeting. Motion Carried.**
- 5 Public Comment Period (15 Minutes) *Members of the public will have a 15 minute block of time to comment on today's agenda items. Members of the public must be present at the beginning of the meeting or comment period will be waived. Public comment period may be extended or curtailed at discretion of the chair and after advisement by the Exec/Finance Committee.:* Zeglin noted that this will be placed on future Exec/Finance agendas. He wants the public to have the opportunity to comment if they want to. The public comments must be related to what is on the agenda.
- 6 Compliance with Spirit of Open Meeting Law Requirements-Chair: Zeglin wants to keep the County at a high level of compliance with open meeting law requirements. He wants to avoid unclear agenda topics and last minute agenda changes.
- 7 County Sales Tax Update: Handout reviewed. No action taken. Syverson was asked to compare and check trends of the county sales tax to other counties.
- 8 General Fund Update: Handout reviewed.
- 9 Department Reports/Requests
 - A. Quarterly Department Update-Corporation Counsel-Rian Radtke: Radtke gave a summary of what his office has been working on including: finishing the coding book, HIPAA compliance, chapters, guardianships, child support court, contract reviews, zoning amendments and new board orientation. He mentioned that HIPAA has been keeping him and other staff very busy. HIPAA is bringing about changes to current practices and habits. There will be financial impacts such as more IT equipment. D. Miller noted that the committee needs to be supportive of IT.
 - B. Quarterly Department Update-Veterans Service Office-Travis Ludvigson: noted that some funds have been released to veterans and their families in need. He has continued with his outreach. The State has recently changed the Block Grant process to a Reimbursement process. There have been issues with this across the state. They are working on addressing the issues.
- 10 County Board Rules
 - A. Discussion and Clarification or Procedures for Second Reading of Resolutions: D. Miller noted the original resolution requiring the second reading of resolutions needs to be amended. **M/2nd by D. Miller/Aasen to amend the resolution requiring second readings to reflect that the first reading of the resolution be a reading only with no discussion unless there is a vote to waive the second reading and add zoning to the exemption from the second readings list. Motion Carried.** Radtke revised the resolution as instructed and brought it back to the meeting. **M/2nd by S. Miller/Aasen to adopt Rule 37, pertaining to the 2nd Reading of Resolutions Requirement. Motion Carried.**
 - B. Discuss Proper/Online Notification of Meeting Agendas-Possible Ordinance: The draft resolutions for County Board now appear on the County's website. Radtke was asked to draft a resolution to bring to the July meeting noting that all committee meeting agendas need to be posted on the County's website.
 - C. Create and/or Revise a Uniform Resolution Format: The committee noted that it would be beneficial for all resolutions have the same format. Radtke advised there are many options for resolution formats. Zeglin advised to include multiple suggestions and the committee can review and remove or alter as they see fit. **M/2nd by D. Miller/Aasen to direct Corporation Counsel to create a uniform resolution format proposal. Motion Carried.**

- 11 Authorize for Time Sheet and Voucher Approvals-Judge's Office: Judge Damon will retire at the end of June. Syverson noted that authorization to sign vouchers and timesheets needs to be given to a staff member. **M/2nd by Aasen/Winters to authorize the Judicial Office Manager to sign the Judge's Office timesheets and vouchers until a new judge is appointed. Motion Carried.**
- 12 Trempealeau Pump Update: Radtke noted that the pump house is very close to completion.
- 13 Discuss Self-Organized County/Supervisor Staggered Terms: D. Miller noted that 42 counties in WI are self-organized. If a county is self-organized, it can establish staggered supervisor terms. No counties in WI have staggered terms. Staggered terms would allow for continuity. Transition issues were discussed. Aasen asked for this to be on next month's agenda, so there is time to think it over.
- 14 Continuation of Discussion on County Administrator Feasibility Study: Zeglin feels that the County having a County Administrator is worth consideration; this individual would oversee the day to day operations of the County. The WCA supports counties having a County Administrator, some department heads and County Board Members do as well. D. Miller noted the board's role would be more policy based than it currently is. It would cost money to hire a full-time staff, but it may also save money. It was noted that the Health Care Center has an executive, and it works well for them. D. Miller noted that a Pay for Performance employee appraisal system may be able to be used if there is a County Administrator. The committee agreed the idea merits discussion. The committee would like Pat Malone to come to the next meeting to ask her how to commission a County Administrator Feasibility Study.
- 15 Items for next agenda: Public Comment Period, County Sales Tax Update, General Fund Update, Discuss Self-Organized County/Supervisor Staggered Terms, Discuss Proper/Online Notification of Meeting Agendas-Possible Ordinance, Create and/or Revise a Uniform Resolution Format, Continuation of Discussion on County Administrator Feasibility Study, joint meeting with Parks, Tourism, and Economic Development Committee.
- 16 Date for next regular meeting: Tuesday, July 5th, 9:00 am in the Wisconsin Room.
- 17 Chair Tim Zeglin adjourned the meeting at 11:27 pm.